

HEADQUARTERS
UNITED STATES EUROPEAN COMMAND
APO AE 09128

DIRECTIVE
NUMBER 30-11

18 August 1999

PERSONNEL

CIVILIAN OF THE QUARTER/YEAR

1. **Summary.** To prescribe policies and procedures for nominating, selecting, and recognizing outstanding HQ USEUCOM civilian employees on a quarterly and yearly basis.
2. **Applicability.** This Directive is applicable to all civilian employees assigned to HQ USEUCOM, HQ USEUCOM separate staff activities/agencies, USEUCOM Security Assistance Organizations (SAOs), the Marshall Center, and other USEUCOM field activities.
3. **Internal Control Systems.** This Directive does not contain internal control provisions and is not subject to the requirements of the internal management control program.
4. **Suggested Improvements.** The proponent for this Directive is ECJ1-C. Recommendations for changes or corrections should be sent to HQ USEUCOM/ECJ1-C, Unit 30400, Box 1000, APO AE 09128.
5. **Eligibility.**
 - a. DoD civilian employees assigned or attached to USEUCOM are eligible to compete for these awards. Individuals will be nominated in the category corresponding to the grade held for the majority of the award period.
 - b. The recognition program is administered on a calendar year basis. Employees nominated for the quarterly award must have been assigned to USEUCOM for the entire award period. Annual award nominees, unless previous quarterly winners, must have been assigned to USEUCOM for a minimum of eight months.
6. **Procedures.**
 - a. Nominations.
 - (1) Civilian of the Quarter. Each EUCOM supervisor is encouraged to submit one nomination for each of the award categories (GS-9 and below, GS-10 and above - to include WG equivalents). Nominations will address the criteria outlined in paragraph 6.c., below (see attachment 1). Accomplishments are not restricted to the period of the award, but must be demonstrably relevant to any achievement cited. Accomplishments may have occurred during a

detail, temporary promotion, or while on a special project; they need not relate to duties specifically outlined in the nominee's position description. Individuals may receive the quarterly award once in a calendar year. Nomination packages are due in ECJ1-C on the last duty day of the month following each quarter, i.e., the last duty day in the months of April, July, January, and October.

(2) Civilian of the Year. At a minimum, the four USEUCOM Civilians of the Quarter will compete for the Civilian of Year award. Nomination packets of these individuals will be updated and expanded as required. Other nominees may be submitted by organizations not represented by Civilian of the Quarter winners as appropriate.

b. Selection Board.

(1) The Selection Board will be chaired by the Senior Member of the EUCOM Civilian Advisory Board or his designate, who will only vote in the event of a tie. The Chair will select three voting members from the list of Associate Members on the EUCOM Civilian Advisory Board. Board members will screen each nominee using the worksheet at attachment 2. All worksheets will be turned in to the Chair for compilation and determination of the winners.

(2) The Chairperson will determine the board schedule, which will normally meet within the first two weeks in the months of May, August, November, and February. The February Board will select both the Civilian of the Quarter for the previous quarter, and the Civilian of the Year for the previous calendar year.

c. Selection.

(1) Nominees will be evaluated on:

(a) Job Performance.

(b) Contributions that improved operations or program objectives.

(d) Contributions resulting in savings to the organization (e.g., equipment, manpower, time, other resources).

(e) Community involvement and/or self-improvement activities.

(f) Narrative response to the "Question of the Quarter/Year" relating to current significant events in the USEUCOM AOR. This question will be provided to all nominating officials and should be completed by the nominee for inclusion in the nomination packet. The EUCOM Civilian Advisory Board is responsible for developing and distributing the question.

(2) The Chief of Staff will announce the award winners.

7. **Responsibilities.**

a. The Chairperson is responsible for conducting the Civilian of the Quarter/Year program. He or she will ensure the following arrangements are made:

(1) Identify the make-up of the selection board using a rotating scheme. Prepare and distribute appropriate notices of board dates, locations, and suspense dates.

(2) Collect nomination packets for board members containing nomination letters, selection criteria score sheets, and any other information required.

(3) Reserve a conference room for the board.

(4) Attend all board meetings and compute board scores.

b. Nominating supervisors will:

(1) Submit completed nomination packets by the requested date.

(2) Ensure the personnel paperwork, i.e., SF-52's, for time-off and Special Act/Service Awards, are submitted to the Civilian Personnel Advisory Center if their nominee is selected.

c. ECCM will ensure that the annual awards target provided under the authority of EUCOM Directive 30-30, "Civilian Performance Management and Awards," is increased for the organization whose nominees are selected.

d. ECJ1-C will:

(1) Prepare "Achievement Medal for Civilian Service" certificate for the Civilian of the Quarter and the "Commander's Award for Civilian Service" certificate for the Civilian of the Year.

(2) Prepare letter of commendation for the Chief of Staff's signature to nominees who are not selected as the Civilian of the Quarter or Civilian of the Year.

(3) Obtain award items.

(4) Coordinate with ECSE on the timing of the awards ceremony to coincide with the Service Member of the Quarter/Year.

d. Recognition.

(1) The Civilian of the Quarter will receive:

(a) Achievement Medal for Civilian Service (for Local National employees, this award requires coordination with the U.S. Embassy in the host country prior to presentation).

(b) Chief of Staff Coin.

(c) 16-Hours Time-Off Award.

(d) \$250 Special Act/Service Award

(e) Award plaque.

(f) Civilian of the Quarter Certificate.

(2) The Civilian of the Year will receive:

(a) Commander's Award for Civilian Service (for Local National employees, this award requires coordination with the U.S. Embassy in the host country prior to presentation).

(b) Deputy Commander in Chief Coin.

(c) 24-Hours Time-Off Award.

(d) \$500 Special Act/Service Award.

(e) Award plaque.

(f) Civilian of the Year Certificate.

FOR THE COMMANDER-IN-CHIEF:

OFFICIAL

MICHAEL A. CANAVAN
Lieutenant General, USA
Chief of Staff

DAVID R. ELLIS
LTC, USA
Adjutant General

DISTRIBUTION:

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UNITED STATES EUROPEAN COMMAND
UNIT 30400, BOX 1000
APO AE 09128

ECJX

date

MEMORANDUM FOR CIVILIAN SECTION BOARD (ECJ1), Headquarters, United States
European Command, Unit 30400, Box 1000, APO AE 09128

SUBJECT: Civilian of the Quarter/Year Nomination Packet - GS-9 and below/GS-10 and above

1. The ECJX Civilian of the Quarter (Year) nomination, GS-9 and below (GS-10 and above), is
_____.

2. POC for this matter is _____, at 430-xxxx.

Encl.
Nomination Packet

Attachment 1

USEUCOM CIVILIAN OF THE QUARTER/YEAR

Check One Category:

Civilian of the Quarter (GS-9 and below)

Civilian of the Quarter (GS-10 and above)

Civilian of the Year (GS-9 and below)

Civilian of the Year (GS-10 and above)

All information must be on this 3-page form. No additional pages or attachments will be accepted. Failure to furnish all of the information may disqualify the nominee. Please submit an original and three copies.

Nominee's Full Name:

Title of Position and Grade:

Date Assigned to EUCOM:

Previous Awards Received (last two years):

Organization Assigned:

Telephone Number:

5. Attached copy of nominee's response to the "Question of the Quarter/Year" relating to current significant events in the USEUCOM AOR.

**USEUCOM CIVILIAN OF THE QUARTER/YEAR AWARDS PROGRAM
NOMINATION CRITERIA
AWARDS BOARD MEMBER SCORE SHEET**

JUDGING FOR THE EMPLOYEE OF THE QUARTER/YEAR

CATEGORIES (check one): GS-10 and above

____ GS-9 and below

NOMINEES NAMES:							
CRITERIA:							
	Points	Points	Points	Points	Points	Points	Points
1. Sustained superior performance in position.							
2. Contributions that improved operations or the attainment of program objectives.							
3. Contributions resulting in savings to the organization (equipment, manpower, time, or other resources).							
4. Community involvement, self-improvement activities.							
5. Response to the "Question of the Quarter/Year" relating to current significant events in the USEUCOM AOR.							
TOTAL							

Ranking Points: 1 Average 5 Exceptional
2 6
3 Notable 7 Outstanding

Printed Name/Title	Signature	Date
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